



Collider-Accelerator Department Worker Occupational Safety and Health Committee

Date: March 21, 2006
To: WOSH Committee and Guests
From: P. Sparrow/R. Savage
Subject: Minutes for 3/21/06 - WOSH Committee Meeting

Members: R. Akins, M. Bannon*, J. Beebe-Wang, J. Carlson, R. Conte, J. Cupolo, D. Derryberry, F. Dusek*, J. Guercio, J. Laster*, C. Liaw, D. McDonald, B. Mullany, J. Nicolellis*, D. Oldham, S. Pontieri*, M. Sardzinski, R. Savage, W. Shaffer, T. Shrey*, M. Sivertz, L. Snyderstrup, P. Sparrow, D. Steski*, F. Teich, W. Venegas, L. Vogt and D. Weiss. (*Denotes not in attendance)

Guests: None

The primary focus of the WOSH meeting was a request by Derek Lowenstein to have WOSH Committee members provide feedback on his recent memo which addressed Accountability Sanctions within C-AD. R. Savage issued a hand-out to all WOSH members that provided a draft of C-AD Standards for Disciplinary Action which detailed ten (10) specific rules for Safety and Security. The objective of this meeting was to have members review the 10 rules and provide comments that would help clarify their implementation.

R. Savage told WOSH Committee members that their feedback would be evaluated by management and used as applicable to enhance this C-AD policy. Based on this meetings objective, the following comments were the result of WOSH Committee members review.

1. The security items identified on the specific rules for safety and security do not prevent certain occurrences like theft, but rather punish the good employee(s) who are trying to perform their daily jobs.
2. Management should have this listing reviewed by Human Resources and Legal before implementing to ensure all laboratory personnel are treated equally. An example of this would be the training requirement. In most other departments, an employee who has lapsed training is not allowed to perform that task until they are retrained. There are no reprimands unless the employee is abusing the system. In addition, the supervisor is also responsible to ensure their employees are trained to perform their assigned work. Would this mean that the supervisor will also receive the same punishment?
3. Management needs to develop guidelines on how and what material should be maintained in an inventory system. This decision should be based on cost, weight, length and age of materials and design criteria.
4. Management should install card readers in all areas that house valuable equipment instead of using key controls. Video cameras should also be installed within the facility.
5. Management should have a site security walk-thru of all areas that house valuable material. This walk-thru should be documented with time, date and observations.

6. Management should consider having their inventory centralized either one major location or a limited amount that would be easier to control (e.g. fencing, cameras, etc.).
7. Management should address the numerous locked locations that are left open by rocks and wood in doors. This not only provides easy access but prevents anyone from controlling their area properly.
8. Management should address a policy for removing small tools when one leaves an area for lunch or breaks. Lately numerous cryogenic small tools (power saws, tool belts, etc.) were discovered missing when the technician had to leave the area for a short period.
9. Management should address returning items to storage after being used. An example of this is the 500mcm cable spools that were placed outside of building 1000P after being used.
10. Management needs to focus on mind-set changes rather than scare tactics to improve our facility. Similar to enforcing OHSA/Safety requirements.
11. Management should consider charging C-AD Groups (from their account) when they store their equipment within another C-AD facility or building. An example of this was the recent material that was relocated from Tandem and placed in the basement of 930 without notifying the Building Manager. In addition, this material was not recorded on an inventory sheet.
12. Management should consider developing a C-AD Inventory Committee charged with reviewing inventory controls, storage areas and providing recommendations.
13. Management should review existing security guidelines at the laboratory. An example of this are the numerous contractor pickup/van trucks that have ladders on their roof leaving the laboratory through the north and south gates that are not stopped and asked to prove their equipment is not the laboratories. Contractors should be required to provide a material listing of what they have brought on site so that security can verify this upon leaving the site.
14. Legacy items should be reviewed annually and determine in writing that the material is still usable. In addition, personnel assigned to material should be interviewed prior to leaving the laboratory (due to retirement, etc.) to obtain useful information about the material and its present location.
15. Item 8 (Traffic Violation disciplinary action) is not enforced for all personnel. (e.g. Presently, there is a C-AD physicist who has received numerous traffic violations (e.g. speeding, parking) that has not been reprimanded. In order to make this program work, we all should be treated equally.
16. The rules combine safety, security and human behavior traits. Management should consider separating these elements.
17. This list should be reviewed against on-going tasks to avoid confusion. (e.g. CAS has re-instituted the watch tour sheet that identifies areas to check on during off shift and weekends. In addition, to checking various buildings, keys left in fork lifts are removed and building cranes are verified as being off.)

Closing Meeting Comments:

WOSH members were asked to bring back the 10 specific rules for Safety and Security to their group for discussion. The members were also reminded that they can email comments to R. Karol.

cc: Aronson, S.
Karol, R.
Kirk, T.
LaMontagne, S.
Lessard, E.
Lowenstein, D.
Ozaki, S.

Passarello, D.
Pile, P.
Roser, T.
Sandberg, J.
Tuozzolo, J.
Williams, P.
WOSH Committee Members

C-AD Standards for Disciplinary Action - 10 Specific Rules for Safety and Security

Included herein are standards for the administration of disciplinary action for specific types of safety or security offenses at C-AD. The disciplinary action selected for a particular offense will be chosen based on the facts of the specific situation taking into consideration any extenuating circumstances. The SBMS Subject Area on Disciplinary Actions will be followed.

- 1) Failure to adhere to or follow RSLOTO, LOTO or Orange Tag Procedures in C-AD OPM Chapters 1, 2, 7, or 9.
 - a) First occurrence: Written reprimand to suspension of at least 5 days
 - b) Second occurrence: Termination for cause
- 2) Failure to adhere to or follow security rules in C-AD OPM 1.20.
 - a) First occurrence: Written reprimand to suspension of at least 3 days
 - b) Second occurrence: Suspension of at least 10 days
 - c) Third occurrence: Termination for cause
- 3) Failure to wear personal protective equipment while performing work requiring this equipment.
 - a) First occurrence: Oral reprimand to written reprimand
 - b) Second occurrence: Written reprimand to suspension of at least 3 days
 - c) Third occurrence: Suspension of at least 10 days
 - d) Fourth occurrence: Termination for cause
- 4) Not meeting or maintaining training requirements listed in your Job Training Assessment.
 - a) First occurrence: Written reprimand
 - b) Second occurrence: Written reprimand to suspension of at least 3 days
 - c) Third occurrence: Suspension of at least 10 days
 - d) Fourth occurrence: Termination for cause
- 5) Fighting or creating a disturbance that causes injury to others (Note: 5b applies to the aggressor only).
 - a) First occurrence: Written reprimand to suspension of at least 10 days; EAP consultation required
 - b) Second occurrence: Termination for cause
- 6) Theft or stealing any material or property with the intent to keep, sell or use it for personal gain.
 - a) First occurrence: Termination for cause
- 7) Failure to report lost or stolen keys or having a duplicate key made for a secured area or equipment.
 - a) First occurrence: Written reprimand to suspension of at least 3 days
 - b) Second occurrence: Suspension of at least 10 days
 - c) Third occurrence: Termination for cause
- 8) Receiving a moving violation traffic ticket on-site.
 - a) First occurrence: Oral reprimand to written reprimand. Defensive driver training required.
 - b) Second occurrence: Written reprimand to suspension of at least 3 days
 - c) Third occurrence: Suspension of at least 10 days
 - d) Fourth occurrence: Termination for cause
- 9) Willful violation of radiation safety requirements.
 - a) First occurrence: Written reprimand to suspension of at least 5 days
 - b) Second occurrence: Termination for cause
- 10) Demonstrating a carelessness or indifference to rules regarding verbal abuse or sexual harassment.
 - a) First occurrence: Oral reprimand to written reprimand. EAP consultation required.
 - b) Second occurrence: Written reprimand to suspension of at least 3 days
 - c) Third occurrence: Suspension of at least 10 days
 - d) Fourth occurrence: Termination for cause